



# Associate Pastor

*Job Description*  
Immanuel Lutheran Church  
11-17-21 Rough Draft



## Ministry Description

The Pastors are to live and proclaim the life-changing message of the Gospel. The Associate Pastor will have responsibility for our Ends #2. It states: “The people we have made a connection with at Immanuel experience an ever-growing and closer relationship with Jesus as their Lord and Savior.” This End focuses on the discipleship of our people.

## Purpose

The Pastors provide oversight for the spiritual growth and direction of the congregation. The words of Jesus to “Feed my sheep” call the Pastors to proclaim the powerful Gospel of our Lord and Savior Jesus Christ. The Associate Pastor(s) supports the work of the Sr. Pastor in a collegial and servanthood spirit, recognizing that the Sr. Pastor takes the lead with the vision and priorities of the congregation.

## Qualifications

Education – Graduate of an LCMS seminary, and on the LCMS roster.

Faith – To believe in the Word of God in all its full truth and purity.

Life – To strive to live in accord with God’s Word as listed in 1 Timothy 3:1-7 & Titus 1:5-9.

Love for People – To minister to and work with God’s people to the glory of our Savior Jesus. “Barnabas” - having a servant and encourager’s heart.

Leadership – ability to lead teams and cast vision.

Collaborative Spirit – To support, encourage, complement, and work together.

Creative – Innovative and self-motivated.

Technologically proficient - in social media and other media platforms.

## Primary Responsibility

### **Pastoral Ministry**

- Preaching and leading worship as the calendar is prepared.
- Visiting the homebound, conducting baptisms, ministering to the bereaved, conducting weddings/premarital work, and visiting the sick.
- Pastoral care one on one, or family caregiving.
- Take the lead in serving ISJ & WMLHS and helping with other Pastoral work as needed.

## Areas of Focus

### **Guide our Ends #2 Ministry**

- Serve as the leader for the strengthening of **Ends #2** from the Board of Directors. Metrics are:
  - #1 Track an increase in the percentage of attendees becoming members *(fewer non-members in worship, while Outreach Pastor is trying to increase non-members in worship)*

*Guests progress to Member of our Church Family*

### ***Family Members transition to Disciples for Christ***

#### ***Disciples to Servant/Leaders for the Kingdom***

- #2 Track an increase in the percentage of members intentionally committed to regular engagement in Christian community
- #3 Track an increase in the percentage of members attending 3 or more worship experiences per month
- Help all our people “experience a closer relationship with Jesus.”
- Working with the Lay Ministers, close the back door to losses.

#### **Leader of the Family Life Ministry**

- Support & lead Immanuel’s ministry to children, teens, young adults, and families so that Immanuel has a vibrant, well-respected, and impactful “Cradle to Grave” Discipleship Ministry.
- Work with the Family Life staff and lead them in expanding an effective ministry.
- Working with the Family Life team, oversee that our “Family Atmosphere” value is strengthened at Immanuel.
- Be the primary teacher for the Jr. High Confirmation program plugging in the Sr. Pastor as the Associate has need. Teach Christian Doctrine at ISJ.
- Serve as the ISJ Pastoral Rep. and promote the school ministry.

#### **Fellowship & Discipleship Ministry**

Champion a warm fellowship life at Immanuel.

- Create a vibrant small group ministry for college-age to adulthood
- Coordinate and plan whole church fellowship events
- Coordinate with parish nurse and Director of Family Ministry

#### **Raise the Engagement/Discipleship level of our Online Community**

- Shepherd those online
- Encourage the online participants to be active in their faith and in serving others
- To progress those online to connect with the Body of Believers in person.

#### **Other Duties Needed**

- Be a faithful and encouraging member of the staff.
- Coordinate with the worship team for sermon themes.
- Maintain regularly scheduled office hours.
- Develop the staff under his direction.
- Prepare ministry budgets under his supervision and achieve outcomes in a fiscally responsible manner.
- Duties as assigned by the Sr. Pastor.

#### **Reporting Responsibilities**

Accountable to the Sr. Pastor for:

- a. goals and supervision
- b. supporting the vision
- c. unity within the congregation. *(One Pastoral office, others who serve in this office.)*